

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE

MAN-141-PCM VERSION 0

PROPERTY CONTROL MANUAL

Responsible K-H Org: Remediation, Industrial Bldg D&D, & Site Services Proj. Effective Date: 12/23/04

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| <i>Title</i> | <i>Title of Organization</i> | <i>Date</i> |
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_____ / /s/

Print Name Approval Signature

Cameron Freiboth
Print Name of Responsible Manager

The Responsible Manager has determined that the following organizations' review/concurrence is required. Review/concurrence documentation is contained in the Document History File:

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| Material Stewardship & Offsite Shipment Project | Strategic Planning & Integration |
| Environmental Systems and Stewardship | Procurement Systems |
| Remediation, Industrial Building D&D, & Site Services Project | |

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PROPERTY CONTROL MANUAL

1. PURPOSE

Kaiser-Hill LLC, Inc (K-H), the Prime Contractor to the US Department of Energy (DOE), is responsible for developing and implementing a centralized property program for the management, administration, and control of Government property assigned for use at or supporting the Rocky Flats Environmental Technology Site (Site). This responsibility includes promulgating and implementing Site property policy applicable to company operations and subcontractors; maintaining a Government property control system; and monitoring company and subcontractor property management performance.

The Rocky Flats Environmental Technology Site is a closure facility and the primary role of Kaiser-Hill is to cleanup and dispose of the remaining facilities at the Site in a safe, economic and expeditious manner. The focus of the property requirements under the contract is to emphasize critical activities that facilitate closure such as property disposal and to minimize property management controls and practices that are inefficient and would detract from closure operations.

This Manual provides the minimum requirements that have been implemented to safeguard the personal and real property interests of DOE and maintain accountability, responsibility, and control in accordance with closure contract requirements.

2. SCOPE

This Manual applies to all Site contractors/subcontractors and their employees who have been assigned or utilize Government property. Site contractors/subcontractors are responsible for providing effective care and control of all Government property. The property provisions in the subcontract will determine the extent to which this Manual apply to specific subcontractors.

Within this Manual a “**SHALL**” statement identifies mandatory elements and requirements. Exceptions from **SHALL** statements must be processed and approved in accordance with Section 6.4.5 of the Site Document Requirements Manual (MAN-001-SDRM). A “**should**” statement is a recommendation that is based on standards and good business practices.

3. RESPONSIBILITIES

Responsibilities for performing personal property, motor vehicle and real property functions are listed in the Chapters for each Section and/or Subsection included.

CHAPTER I, PERSONAL PROPERTY MANAGEMENT

1. CHAPTER OVERVIEW

Government personal property (Property) is composed of materials of any nature, supplies, equipment, machinery, tools, devices, and furnishings of any type or composition except real property, weapons parts or components, and special nuclear material. Categories of personal property requiring control and management include stores inventory, precious metals, and controlled equipment. Administrative property is personal property not under formal property control.

The focus of the personal property requirements under the K-H contract is to emphasize critical activities that facilitate closure such as property disposal and to minimize property management controls and practices that are inefficient and would detract from closure operations.

In accordance with contract requirements, the DOE Acquisition Regulations (DEAR) Part 945.5 and Federal Acquisition Regulations (FAR) Part 45.5 and sound business practices, personal property **should** be controlled throughout its life cycle (acquisition-to-disposal). The objective of this Chapter is to provide an effective program for the acquisition, management, and control of personal property. All Government property **should** be acquired, used, and disposed of in accordance with contract requirements, Federal guidelines, and approved implementing procedures. In no case is property to be acquired unless a present or foreseeable need exists for the property.

2. PROGRAMMATIC RESPONSIBILITIES

2.1 OVERVIEW

Some employees are assigned additional property management responsibilities such as Property Management specialists, Property Custodians, and Contractor's Technical Representatives. The following is a list of programmatic responsibilities in addition to the responsibilities spelled out in this Chapter.

2.2 REQUIREMENTS/RESPONSIBILITIES

Closure Project Managers, Department Managers, Division Managers, Facility Managers, etc. SHALL:

- Be responsible for the acquisition, utilization, maintenance and disposition of materials needed to accomplish the mission of their organizations.

2.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Be responsible for the property assigned to their organization.
- Ensure employees are aware of property management responsibilities.

Remediation, Industrial Building D & D, & Site Services Project Manager (RISS) SHALL:

- Manage overall Site Government property program in accordance with requirements of this Manual.
- Appoint the K-H Property Manager.
- Coordinate the efforts of all Site contractor/subcontractor organizations with property management functions to ensure overall compliance with this Manual.
- Ensure this Manual is updated and maintained.
- Provide interface with other Site contractors/subcontractors and DOE.

K-H Property Management SHALL:

- Identify deficiencies within the property control system and notify all affected organizations of the concern and implement interim protection of the Government's interest.
- Ensure this Manual and necessary forms and instructions are available on-line through the Site intranet.
- Oversee Property Management subcontractor and provides assistance and guidance regarding personal property systems and processes.
- Assist in reviewing and processing exceptions to **SHALL** requirements in this Manual in accordance with Section 6.4.5 of the Site Document Requirements Manual (MAN-001-SDRM).

Employees SHALL:

- Use Government property for official purposes only.

2.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Protect equipment from loss, theft, damage, or destruction, and ensure that the equipment is used in a manner to prevent damage or deterioration, other than normal wear and tear.

3 ACQUISITION

3.1 OVERVIEW

Government Property is to be acquired when existing resources are not available, the property is authorized under the terms of the contract/subcontract, and it is acquired under an approved acquisition system. DOE has approved the Procurement Program Manual (MAN-134-PPM) and related procedures including the Ariba Buyer Users Guide (PRO-1306-ARIBA) and the Purchase Card (P-card) Procedure (3-PRO-T21-CCP).

The online Ariba purchasing systems can generate Purchase Orders, P-card Orders and Warehouse Orders for items carried in stores inventory. Items can also be procured using the K-H Purchase Requisition Form RF-1570 and P-card cardholders can purchase items directly from vendors using the Non-Ariba P-card process.

With the short period until contract completion and Site closure, many acquisitions are accomplished through rental or lease agreements to reduce costs to the Government and to minimize future property disposal activities. Acquisition of motor vehicles is covered under Motor Vehicle Management in Chapter II.

3.2 REQUIREMENTS/RESPONSIBILITIES

Requisitioner SHALL:

- Attempt to obtain existing property from available on-site sources (other projects or stock) prior to initiating requisitions to procure property.
- Initiate purchase requisitions in accordance with the Procurement Program Manual.

Procurement SHALL:

- Process all purchase requests in accordance with approved procurement procedures

3.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

Contractor's Technical Representative (CTR) SHALL:

- Assist subcontractor in identifying available Site property that could be made available to support subcontract requirements.
- Ensure subcontractor acquires only items authorized by the Subcontract.

4. RECEIVING

4.1 OVERVIEW

Excluding direct deliveries, material that is shipped to the Site is received in the Receiving Department in accordance with PRO-P55-RFETS-WOP-001 Warehouse Operating Procedure. Receiving is responsible for inspecting for physical damage; comparing material received with shipping papers, packing slips and purchase orders, and stages material for delivery to end user. All necessary quality inspections and updates to the People Soft Asset Management (PSAM) System are completed during the receiving process.

Received material includes items procured using the K-H Purchase Requisition Form RF-1570, Ariba Purchase Orders, and the ARIBA P-card Orders and P-card orders placed directly with the vendor by cardholders (Non-Ariba P-card Orders). Property Management is notified by the system when an Ariba Purchase Order or Ariba P-card Order for controlled property is issued. Non-Ariba P-card Orders are limited to items that do not require property identification tags or quality inspections.

With Site Closure approaching, it is necessary that more items will be procured and delivered directly to the requestor's location. These acquisitions consist primarily of ARIBA P-card Orders and Non-Ariba P-card Orders. Authorized building personnel using bar code scanners document the receipt of this material in accordance with the Warehouse Operating Procedure.

As provided in Section 10.2, Identification and Marking, controlled equipment **should** be identified upon receipt with a unique property control number label. Property Management tags items processed through the Receiving Department at time of receipt. Direct delivery acquisitions are tagged when the requestor and/or end user notify Property Management that the property has been delivered and the tagging process is completed at the user's location.

4.2 REQUIREMENTS/RESPONSIBILITIES

Receiving Department Manager SHALL:

- Ensure all material processed through the Receiving Warehouse is received in accordance with the Warehouse Operating Procedure.
- Ensure all material designated as requiring a Quality inspection in PSAM is inspected, a Receiving/Inspection Report Sheet is prepared and the inspection report number is entered into the PSAM system.
- Generate an Overage, Shortage, Damage, and Substitution Report when there is a problem with the shipment received. These problems are then dispositioned with Procurement and any other applicable departments.
- Apply a Logistics Material Tracking (LMT) bar code to all credit card and K-H Purchase Requisition receipts.
- Ensure Property Management is notified when a DOE property control number is required on received property.

P-card Cardholders and End Users SHALL:

- Notify Property Management when direct delivery items requiring a property control number are received and schedule a time for completing the identification and marking process in accordance with Section 10.2.

Property Management SHALL:

- Comply with the requirements of Section 10.2, Identification and Marking.
- Remove and destroy any property tag not removed by the sending agency when an item is transferred from another DOE or Federal installation, and apply an appropriate Site property control number label.

5. SHIPPING

5.1 OVERVIEW

Materials scheduled for shipment off-site, except as noted in the Site Transportation Safety Manual (MAN-T91-STSM-001) and Off-Site Transportation Procedure (PRO-T95-OSTP-002), are handled by the Shipping Department in accordance with,

5.1 OVERVIEW (CONTINUED)

Warehouse Operating Procedure (PRO-P55-RFETS-WOP-001). These include returns to vendors, vendor pickups, material sent to others for fabrication, and records sent to the Denver Federal Center for storage. Traffic Management certifies hazardous material shipments leaving the Site. Shipments are documented by Return Order (RO) (RF-3020), which are prepared by Procurement, or by Shipment Memo (S/M) (RF-24320), which are prepared by the originator. Shipments through the Warehouse **SHALL** be accompanied by a Bill of Lading, (RF-32280) or an Air Way Bill except for non-regulated vendor pickup or Government vehicle. The property control number label is removed whenever possible prior to shipment for controlled property that will not be returned to the Site.

Property temporarily removed from the Site for repair or calibration via vendor pickup or government vehicle **should** be coordinated with the Property Custodian.

5.2 REQUIREMENTS/RESPONSIBILITIES

Shipping Department Manager SHALL:

- Ensure all material processed through the Building 061 Warehouse **SHALL** be shipped in accordance with the Warehouse Operating Procedure.
- Ensure Property Management is notified when a DOE property control number label is removed on property to be shipped off site.

Property Management SHALL:

- Track returned items by placing a note in the SCRAPS record.

6. WAREHOUSING and STORAGE

6.1 OVERVIEW

This section provides the minimum requirements to ensure the proper protection, storage, warehousing, and handling of Government personal property within the control of Procurement Systems in accordance with contract requirements and industry standards. Warehouse Operating Procedure (PRO- P55-RFETS-WOP-001) provides detail guidance on all warehouse operations.

6.2 REQUIREMENTS/RESPONSIBILITIES

Manager of Procurement Systems SHALL ensure:

- Government property is properly stored to preclude damage, pilferage and deterioration, and is readily accessible and easily located.
- Only authorized personnel have access to the storage areas.
- Items are stored in appropriate locations.
- Combustible and hazardous materials are provided special handling. Coordinates with the Environmental Safety and Health Representative to ensure compliance with safety and health regulations.

7. STORES MANAGEMENT

7.1 OVERVIEW

The General Stores inventory includes material used to support Site operations and are generally regarded as high usage items. General Stores items are recorded in the PSAM stores inventory module that provides information on receipts, issues and balances. Operation of the General Stores inventory is accomplished in accordance with the General Warehouse Operating Procedure, PRO-029-G5051-WHSE.

With Site closure pending, this inventory has been reduced and is being phased out. The inventory composition has been reconfigured to meet closure requirements such as waste containers and components and personnel protective equipment for employees. Accordingly, DOE has authorized the General Stores financial account to be closed. All stores material will continue to be tracked in the PSAM inventory module until it is issued to an end user, disposed of as surplus or the stores function is terminated.

7.2 REQUIREMENTS/RESPONSIBILITIES

Manager of Procurement Systems SHALL:

- Control the general stores inventory
- Add new stock items to the inventory
- Maintain blanket order contracts

7.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Coordinate drop shipments
- Requisition stock items
- Issue stock items
- Retag certified items
- Maintain the General Stores catalog
- Maintain stores inventory database.

8. WASTE PACKAGING INVENTORY**8.1 OVERVIEW**

The waste packaging inventory includes material and containers used to package various types of Site generated waste. This inventory is recorded and tracked in the PSAM stores inventory module. It is anticipated waste containers will be required until the completion of closure activities. Preparation and issuance of empty waste packaging is accomplished in accordance with the Warehouse Waste Packaging Operations procedure, PRO-Q49-PKG-4040.

8.2 REQUIREMENTS/RESPONSIBILITIES**Manager of Procurement Systems SHALL:**

- Control waste packaging inventory
- Assemble components and apply Waste and Environmental Management System (WEMS) stickers
- Add new waste packaging material to the inventory
- Requisition waste packaging
- Issue waste packaging

9. PRECIOUS METALS MANAGEMENT

All precious metals have been retired from the Site's property and financial records. A few items remain at the Site but have been retired as contaminated property to be disposed of as waste. If by chance any of these remaining items are determined to be non-contaminated, the precious metals will be shipped to the DOE, Business Center for Precious Metals Sales & Recovery (BCPMS&R) at Oak Ridge or other approved locations specified by BCPMS&R.

10. EQUIPMENT MANAGEMENT

10.1 OVERVIEW

This section establishes the equipment management program including identification and marking, the maintenance of a property database, maintenance of property records and equipment program responsibilities.

Controlled equipment is classed into the following categories:

Capital Equipment Personal property items having a total cost of \$25,000 or more and an anticipated service life in excess of two years, regardless of the type of funding, and having the potential for maintaining their integrity as capital items, i.e., not expendable due to use and categorized as capital equipment. All Capital Equipment assets on the financial records have been reduced to zero book value and DOE has authorized the write-off of all Plant and Capital Equipment balances as of October 2004.

Equipment Personal property items with a unit acquisition cost from \$5,000 to \$24,999.99 and an anticipated service life of two years or more.

Sensitive Property Items that are susceptible to being appropriated for personal use or readily converted to cash.

Regardless of unit acquisition cost sensitive property includes, but is not limited to:

- Binoculars, rifle scopes
- Firearms
- Night Vision Devices

When the unit acquisition cost is \$250.00 or more, sensitive property also includes, but is not limited to:

- Cameras and camera lenses (portable only, not to include installed surveillance-type)
- Microscopes

10.1 OVERVIEW (CONTINUED)

- LCD Projectors
- Radios (two-way)
- Televisions, video players/recorders and camcorders
- Cassette Recorders and players (audio)
- Central Processing Units (CPU's)
 - PCs
 - Laptop Computers
 - Notebook Computers
- External hard drives and external CD ROM drives (excluding removable hard drives)
- Modems (external)
- Plotters
- Printers (for personal computers or dual use)
- Optical scanners (to include document page scanners)
- Tape drives (external)
- Dictating and transcribing machines
- Facsimile (Fax) machines.

10.2 IDENTIFICATION AND MARKING

10.2.1 Overview

Property identification requirements are designed to ensure adequate marking and control of Government Property. Affixing to the equipment a self-adhesive plastic property control number label that is printed with a DOE-RFETS bar-code number accomplishes identification. The label **SHALL** be prominently displayed and not deface the item. Property **SHALL** be tagged upon receipt or as soon thereafter as may be possible. This number is recorded in the receiving report file and in the SCRAPS property record.

If controlled property is located that does not have a property tag or Subcontractor Acquired Property is received and paid for by K-H, Property Management **SHALL** be immediately notified.

10.2.2 Requirements/Responsibilities

Employees/Property Custodians SHALL:

- Notify Property Management that controlled property has been located on Site and a property identification tag needs to be affixed to the property.

10.2.2 Requirements/Responsibilities (Continued)

Contractor's Technical Representative SHALL:

- Notify Property Management that Subcontractor Acquired Property has been received by the subcontractor and paid for by K-H.

Property Management SHALL:

- Ensure that a Government property identification tag with a property control number is affixed to controlled equipment.

10.3 PROPERTY DATABASE - SITE CLOSURE REDUCED ASSETS PROPERTY SYSTEM (SCRAPS)

10.3.1 Overview

This section establishes a method by which Property Management can adequately control and maintain property records for the accountable Site Government property using SCRAPS.

SCRAPS supports on-line property/equipment management functions in a database environment and consists of database generation programs, on-line operation, and limited reporting programs.

The following implementing features provide traceability of property within SCRAPS:

- Transferring an item from one location to another using the custodian's account code.
- SCRAPS may assist in determining if an item is located where contamination (radioactive, beryllium) was/is likely to occur.
- The system process assists with the disposal of property.

Adherence to the following life-cycle steps ensures cradle-to-grave property management of all Site accountable property:

- Property records **SHALL** be generated for all accountable property entering the Site by Property Management at the Shipping/Receiving location.
- The new item **SHALL** be assigned to the ordering organization for property maintenance.
- The item record **SHALL** be updated each time its status changes.

10.3.1 Overview (Continued)

SCRAPS provides basic property data including:

- Property description
- Manufacturer
- Model
- Serial number
- Location at time of delivery
- Property number
- Status code
- Custodian
- Last date record modified
- Unit acquisition cost
- Installation cost
- Transportation cost
- Purchase Order Number or equivalent contract number
- Acquisition date

Property Management updates SCRAPS with information on all new receipts as well as any changes resulting from notifications from Property Custodians or the processing of official property documents and records.

The Systems Administrator in Property Management reviews any enhancements or modifications to SCRAPS prior to implementation and generates standard reports on an as requested basis to support Property Custodians, Project Managers, K-H Property Manager, etc. K-H Property Management must approve all SCRAPS enhancements or modifications and all non-standard reports requested.

10.3.2 Requirements/Responsibilities

Property Custodians SHALL:

- Verify the accuracy of property data that is added to SCRAPS account.
- Inform Property Management when Government equipment is transferred to a new custodian, location or other changes.
- Ensure that transfers are removed from account.

Property Management SHALL:

- Input data into SCRAPS for all new receipts including serial number, property custodian and location.

10.3.2 Requirements/Responsibilities (Continued)

- Update SCRAPS data to reflect changes identified by Property Custodians and property documentation.
- Assure adequacy of property records.

Property Management Systems Administrator (SA) SHALL:

- Evaluate and test recommended enhancements and modifications to SCRAPS to ensure enhancements and modifications provide added value, are cost effective, and can be implemented in a timely manner.
- Provide standard reports as requested.

K-H Property Management SHALL:

- Approve all enhancements and modifications to SCRAPS and all requests for non-standard reports.

10.4 RECORDS**10.4.1 Overview**

Property documentation, files and records are to be accurately maintained to ensure the proper control and accountability of Government personal property in accordance with contract requirements, applicable DOE and FAR regulations and sound business practices. This includes records maintained by Property Management as well as individual Property Custodians and CTRs.

Additionally, all records **SHALL** be maintained in accordance with the requirements outlined in 1-V41-RM-001, Records Management Manual and Appendix 1, Records Processing.

10.4.2 Requirements/Responsibilities**Property Management (PM) SHALL:**

- Maintain all official Property Management files in accordance with FAR 45.5 DEAR 945.5, and ensure these records are complete, accurate, and up-to-date.

10.4.2 Requirements/Responsibilities (Continued)

Property Custodians SHALL:

- Maintain and disposition all records generated in accordance with this Manual and 1-V41-RM-001, Records Management Manual, and requirements for maintaining Quality Assurance.
- Maintain working copies of records related to the acquisition, transfer, movement, disposal, and inventory of Government personal property.

Contractor's Technical Representative SHALL:

- Periodically update the list of property assigned to their subcontractor.
- Maintain working copies of records related to the acquisition, transfer, disposal and inventory of Government personal property assigned to the subcontractor.

10.5 EQUIPMENT MANAGEMENT PROGRAMMATIC RESPONSIBILITIES

10.5.1 Overview

All assigned Site contractors/subcontractors are responsible for providing effective care and control of Government equipment. Some employees are assigned additional equipment management responsibilities such as company Property Management, Property Custodians, and Contractor's Technical Representatives. The following is a list of equipment management programmatic responsibilities in addition to the responsibilities spelled out in this section.

10.5.2 Requirements/Responsibilities

Closure Project Managers, Department Managers, Division Managers, Facility Managers, etc. SHALL:

- Designate the property custodian in writing.
- Ensuring prompt transfer of property accounts when the assigned property custodian is released from management of the property account to prevent loss of accountability of government property and ensure a turnover inventory is completed in accordance with Section 14.2.

10.5.2 Requirements/Responsibilities (Continued)

- Ensure that all controlled property in the possession of a transferring or terminating employee is accounted for.

Property Management SHALL:

- Approve documents as required in this Chapter.
- Ensure Custodian training is provided as required.
- Provide guidance to property custodian on responsibilities included in this Chapter.
- Perform property checkout process for transferring or terminating employee.

Property Custodians SHALL:

- Ensure appropriate transfer of responsibilities and completion of a joint turnover inventory in accordance with Section 14.2 when relieved of responsibilities.
- Maintain proper control and accountability of in-use (current) and excess property until the property is placed in the disposition process and accepted by Property Management.

Employees SHALL:

- Inform the Custodian of any change in assignment or location of property.
- Complete Site check out process for terminating employees including obtaining a signature from Property Management.

Site Designated Security Services SHALL:

- Assist in developing and approving security plans for the physical protection of all Government personal property.
- Conduct periodic property protection surveillances.

10.5.2 Requirements/Responsibilities (Continued)

Contractor Technical Representative SHALL:

- Ensure assigned subcontractors comply with the requirements of Section 18, Subcontractor Held Property.

11. LOAN of GOVERNMENT PROPERTY

11.1 OVERVIEW

Loan of Site Government property must be in support of other DOE sites or approved contracts in support of Site closure. Site Government personal property **SHALL** not be loaned without prior DOE approval. The Organizational Property Management Officer or Contracting Officer may approve loaned property. Loans may be made for community disaster relief or community emergency measures involving possible or actual loss of life or property.

11.2 REQUIREMENTS/RESPONSIBILITIES

Property Management SHALL:

- Maintain a written record of all loaned property.
- Ensure that property on-loan is returned by the loan expiration date, or the loan period is formally extended.
- Ensure that DOE approves requests for loans.
- Provide completed Personal Property Loan Agreement, DOE-4420.2, or other applicable document (contract or Memorandum of Agreement) to the requester for signature.
- Ensure loan document includes the following information:
 - Description of property to be loaned, item's nomenclature, manufacturer's name and model, serial number, and property control number, as applicable
 - Borrower's facility and/or company name and address
 - Borrower's name and phone number
 - Borrower's building number and internal mail stop, if applicable
 - Terms of the loan.

11.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Assign a loan agreement control number or contract number to the transaction and record the control number on the loan agreement document.

12. LEASED or RENTED PERSONAL PROPERTY

Leased/rented equipment **SHALL** be used in support of contract requirements. Procurement records the serial number of the equipment on the pricing schedule of the subcontract and tracks when it arrives on Site and is returned to the vendor. The identification and marking requirements in Section 10.2 do not apply to leased or rented property.

13. PROPERTY REMOVAL PERMIT (PRP), RF-47422

13.1 OVERVIEW

The PRP is used to facilitate the authorized removal of Government property from the Site. Managers and their designated Property Custodians are responsible for ensuring that PRPs are issued to employees who have a valid requirement to use Government property off Site.

Property used to perform work in buildings 060 and 061 or other approved off-site work locations is exempt from the Property Removal Permit requirements. Property removed to perform official duties off-site **should** be reflected in work order documentation. Also, personally issued property including cellular telephones, radios, pagers, and government vehicles are exempt from Property Removal Pass requirements.

13.2 REQUIREMENTS/RESPONSIBILITIES

Employees SHALL:

- Obtain blank Property Removal Permit Request Form, RF-47745, from File Server 4/PEMS Folder/Property Management Forms.
- Complete the PRP Request, RF- 47745, and obtain all necessary signatures.
- Forward the PRP Request to Property Custodian.
- Return PRP to Property Management when no longer needed.

13.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)**Property Custodians SHALL:**

- Forward the PRP Request to Property Management.
- Ensure that property removed off Site is documented with a Property Removal Permit (PRP), RF-47422.
- Document the return of any property removed from the site on a Property Removal Permit.

Property Management SHALL:

- Ensure a blank PRP Request Form, RF-47745, is available in File Server 4 PEMS Folder/ Property Management Forms.
- Ensure all necessary signatures are present on the PRP requests, and process the PRPs.
- Approve and issue the PRPs. The PRP is valid until Contract Closure from the date of issuance and will only be provided for equipment used for “Official Business”.
- Retain copies of all PRPs and Property Removal Permit Requests, RF-47745, in an active file which **SHALL** be retained until Contract Closure.
- Notify the Property Custodian when the PRP is returned.
- Purge the active file when the permits are returned to Property Management due to termination of employee and retain the PRPs in a closeout status until Contract Closure.

Site Designated Security Services SHALL:

- Perform random vehicle searches to ensure that employees are in possession of a PRP when removing Government property from the Site.
- Verify that the PRPs information matches the equipment being removed.
- Verify the Property Management signature on the removal pass matches one of the signatures on file.

14. INVENTORIES

14.1 OVERVIEW

Efforts have been made to minimize non-essential administrative tasks that detract from the closure mission. Accordingly, requirements for Site-wide inventories of personal property including capital equipment (\$25,000 or greater), equipment (\$5,000 to \$24,999) sensitive property and stores inventory have been eliminated. The inventory of Government property is performed on a perpetual basis.

A perpetual inventory is one where the property record is continually updated with receipts and retirements and the record serves as the basis of the inventory. As Site property is transferred, sold or otherwise dispositioned, the records will reflect the retirement. At time of contract closure, a final reconciliation of any open records will be completed. A physical walk down of the Site will verify that all property has been removed or transferred.

Periodically as required inventories may be performed of specific sub-accounts. These include turnover inventories when Property Custodians are replaced and subcontract completion or termination inventories. In addition to these required inventories, Property custodians and/or Contractor's Technical Representatives (CTR) have the option to perform physical inventories whenever it is needed to maintain control of the property under their responsibility

For internal control purposes and to help maintain the accuracy of stores records, Procurement Systems performs statistical sampling of stores inventory items and will continue to do so until the inventory is closed out or becomes so small there is little or no value added to conducting these inventories.

Physical inventory actions **SHALL** consist of the following actions:

- Physically sighting
- Verification of existing tags or markings
- Identification of items that are on Site but have no bar code sticker attached
- Verification of description, property control number, serial number, and location
- Maintaining a record of property inventoried
- Reconciling the property recorded with the property records in SCRAPs and acquisition, disposal and other property management documents.

14.2 PROPERTY CUSTODIAN TURNOVER INVENTORY

14.2.1 Overview

A physical inventory **SHALL** be completed of all controlled equipment whenever a property custodian is replaced. The new property custodian and the custodian being relieved of responsibilities **should** perform this turnover inventory. If either custodian is not available to perform the inventory then that custodian's supervisor or his/her designee **should** perform the inventory.

14.2.2 Requirements/Responsibilities

Property Custodian SHALL:

- Complete of a joint turnover inventory with the successor custodian (or supervisor) when relieved of responsibilities.
- Complete a thorough review of all records in an attempt to reconcile any discrepancies.
- Prepare an RFETS Inventory Adjustment form (Appendix 3) for any discrepancies noted during the inventory.
- Document the results of the physical inventory in writing, signed by all inventory participants and attach completed RFETS Inventory Adjustment forms.
- Send the physical inventory results including the Inventory Adjustment form to Property Management.

Property Management SHALL:

- Review and approve the Inventory Adjustment form.
- Update SCRAPs based on the physical inventory results and the approved Inventory Adjustment form.

14.3 SUBCONTRACTOR TERMINATION/COMPLETION INVENTORY

14.3.1 Overview

Subcontractors **SHALL** complete a physical inventory within 30 days of termination or completion of the subcontract. In cases involving a new follow-on subcontract, the inventory **should** be a joint inventory with both subcontractors participating. If the follow-on subcontract is not awarded and on board or if there is no follow-on subcontract, then the CTR or his/her designee **SHALL** assist in performing the inventory and the preparation of inventory results.

14.3.2 Requirements/Responsibilities

Subcontractor SHALL:

- Complete an inventory of all assigned Government property or property purchased under the Subcontract within 30 days upon termination or completion of the subcontract with follow-on subcontractor, or the CTR or his/her representative.
- Complete a thorough review of all records in an attempt to reconcile any discrepancies.
- Prepare an LDD report in accordance with Section 15 of this Chapter to document any items not located or accounted for during the inventory.
- Document the results of the physical inventory in writing, signed by all inventory participants and attach any LDD forms.
- Send inventory report and LDD to CTR for processing and liability recommendation and provide a copy to Property Management for information only.

15. LOSS, DAMAGE, or DESTRUCTION of GOVERNMENT PROPERTY

15.1 OVERVIEW

This section establishes the requirements for reporting loss, damage, or destruction (LDD) of Government property. The minimum value for reporting LDD is \$500.00 unit acquisition cost except for suspected theft or sensitive property, which are reported regardless of cost. In cases of suspected theft, or malicious damage or destruction, the originator **SHALL** also request an investigation from the Site Security Investigating Force. The form for reporting the LDD is provided as Appendix 4. Circumstances surrounding the lost, damage or destruction **should** be clearly described on the LDD as well as any interim measures taken to prevent a recurrence. The form **should** be marked to indicate if Site Security has been requested to investigate the incident.

Subcontracts that are terminated or completed are required to perform a physical inventory in accordance with Section 14.3. Inventory adjustments resulting from these inventories **SHALL** be documented on an LDD form.

Upon approval of the LDD by the Subcontract Administrator and K-H Property Management, the controlled property item records identified will be closed in SCRAPS. Any closed property subsequently located **should** be reopened in SCRAPS under the original property control number.

LDDs **should** not be used for normal wear and tear, or for property abandoned or destroyed in accordance with Section 16.12 of this Chapter.

15.2 REQUIREMENTS/RESPONSIBILITIES

Site Employees SHALL:

- Notify your supervisor and Property Custodian within 24 hours of discovering lost, suspected theft, damaged or destroyed Government property.
- Take any interim action necessary to mitigate a recurrence of this incident.
- Notify Security within 24 hours of discovery to investigate any incident of suspected theft, or malicious damage or destruction of Government property.
- Work with your Property Custodian to complete a report of lost, damaged, or destroyed Government property within 2 work days in accordance with the requirements outlined in this section.

15.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Provide a copy (hard copy or an attachment to e-mail) of the report to your immediate supervisor, your Property Custodian and an information only copy to Property Management.

Property Custodians SHALL:

- Review the LDD for completeness and ensure the originator notified Security in cases of suspected theft, or malicious damage or destruction of Government property.
- Forward the original hard copy LDD and Security Report, if available to Property Management within 3 calendar days of receiving it from the employee.

Contractor's Technical Representative (CTR) SHALL:

- Ensure subcontractor reports lost, damaged, or destroyed Government property in accordance with the requirements of this section. This includes inventory adjustments for subcontracts where a physical inventory is completed in accordance with Section 14.3 of this Chapter.
- Ensure LDD reports are complete including contract number and contract type.
- Ensure the subcontractor notified Security in cases of suspected theft, or malicious damage or destruction of Government property.
- Review the LDD and recommend to the Subcontract Administrator if subcontractor **should** be held liable or relieved of responsibility under the terms of the subcontract.
- Forward original LDD to the Subcontract Administrator within 5 calendar days for a final determination of liability.

Subcontract Administrator SHALL:

- Review the LDD and the CTR's recommendation regarding the subcontractor's liability for the property under the terms of the subcontract.
- Make a final determination to hold subcontractor liable or relieve the subcontractor of responsibility for the property.

15.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Sign the LDD document and forward to Property Management within 5 calendar days of rendering a final determination.
- Take action to recover financial reimbursement for the Government if the subcontractor is held liable.

Property Management SHALL:

- Review the LDD to determine if it is complete and assign the dollar value from SCRAPS for any controlled equipment listed.
- Ensure that LDD's for subcontractors have been signed by the SA and include a recommendation to relieve the subcontractor of responsibility or hold them liable.
- Assign a document number to the LDD.
- Forward the LDD to K-H Property Management within 5 calendar days.
- Ensure that after approval of the LDD by K-H Property Management, the property record is closed and the LDD document number is recorded in SCRAPS.
- Ensure that the SCRAPS record is opened and reinstated with the new information when property is recovered that was previously reported on an LDD.

K-H Property Management SHALL:

- Ensure the LDD is complete.
- Attach a copy of the applicable Case Reports for items reported to Security for investigation or initiate request for investigation if warranted.
- Approve the LDD.
- Determine if there is any Site-wide corrective action that needs to be implemented to mitigate recurring losses, damage or destruction.
- Receive and review all Case Reports from Security and ensure that LDDs are processed when necessary.

15.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Prepare a semiannual summary report for DOE that identifies the number and dollar value of LDDs processed and any items recovered. The report **should** include information by category: suspected theft, loss, damage or destruction.

Site Security Services SHALL:

- Complete Case Reports regarding suspected theft and malicious damage or destruction of Government property.
- Furnish a copy of Case Reports to the K-H Property Manager except those involving GSA vehicles. Furnish copies of Case Reports involving GSA vehicles to Fleet Management.

16. PROPERTY DISPOSAL

16.1 OVERVIEW

This section establishes the requirements, responsibilities, and instructions for the reutilization, transfer and ultimate disposal of property declared excess to the needs of the Site. It defines the processes for an integrated approach to identifying, evaluating, preparing, removing and processing property from buildings and facilities scheduled for Deactivation and Decommissioning (Closure Projects) as well as routine disposal activities not associated with Closure Projects.

All property declared excess to the needs of the Site **SHALL** be processed in accordance with the Atomic Energy Act of 1954, as amended (AEA), and the Code of Federal Regulations (CFR) Title 41, Public Contracts and Property Management, Chapter 109, Department of Energy Property Management Regulations (DOE-PMR) and Chapter 101, Federal Property Management Regulations (FPMR). This Manual incorporates exemptions from certain provisions of Subchapter H of the DOE-PMR and FPMR for the purposes of promoting timely and cost effective disposition of property under a Closure contract.

16.2 CLOSURE PROJECT DISPOSALS

16.2.1 Overview

Property Management and Closure Project Managers **SHALL** coordinate activities to expeditiously determine what personal property in the Project will be disposed of through Property Management and what will be dispositioned as waste/scrap using the

16.2.1 Overview (Continued)

abandonment process. Project Closure staff and Property Management **SHALL** perform a joint walkdown review of non-contaminated property located in the facility to determine the best disposition path. Contaminated property that is to be abandoned as waste will be documented by the Closure Project staff.

As a rule, if excess property located in a Nuclear facility is not free releasable based on process knowledge and the unit acquisition cost reflected in the SCRAPS is less than \$5,000, then the property will be treated as suspect contaminated property and disposed of as low level waste. If special circumstances warrant, Closure Project Managers may recommend processing such property for free release, subject to Property Management concurrence.

All excess Property in non-Nuclear facilities that is not free releasable based on process knowledge will be surveyed for release if it is determined to be cost effective. Any property that cannot be radiologically released will be disposed of as low-level waste.

Property Management will determine the disposition path for property that has been radiologically released. Generally, the final disposal path is determined by comparing the costs to prepare, release and remove the Property to the estimated return to the Government through public sale versus the cost to dispose of the property as waste. Disposal decisions will be based on the overall cost effectiveness of the recommendation and the overall impact to the Closure Project schedule.

16.2.2 Requirements and Responsibilities

Project Managers SHALL:

- Ensure that all Property disposal requirements related to Closure Projects are fully integrated throughout all phases of project planning and execution.
- Ensure adequate funding is available to perform the following activities required for the readiness and removal of Property:
 - Development of a Project property disposition plan and schedule.
 - Walkdown with Property Management to determine what property will be disposed of through Property Management and what **SHALL** be dispositioned as waste/scrap using the abandonment process.
 - Identification and documentation by the Project staff of property located in contaminated areas to be abandoned as waste.

16.2.2 Requirements and Responsibilities (Continued)

- Completion of High-Risk property evaluations.
- Removal of necessary equipment to include craft labor in support of equipment disconnects from building service.
- Radiological surveys, and other hazardous material assessments
- Packaging and crating of materials
- Waste disposal costs (including labor)
- Ensure the completion of a comprehensive walkdown with Property Management of Closure Project property to complete the following activities:
 - Identification of property to be written up on a Declaration of Excess document. (See Appendix 5)
 - Identification of property to be written up on an Abandonment Certificate and treated as waste/scrap. This includes property in contaminated areas that were not part of the physical walkdown with Property Management. (See Appendix 6)
 - Development of a schedule for completing disposition activities

Property Management SHALL:

- Conduct walkdowns with Project Managers to assist in identifying property to be sold versus property to be abandoned and treated as waste or scrap.
- Assist with the preparation of documentation to report property as excess or to abandon as waste or scrap as appropriate.

16.3 ROUTINE PROPERTY DISPOSALS

16.3.1 Overview

Process used by end users and Property Custodians to identify unneeded property and report it to Property Management for disposal determination.

All accountable and non-accountable excess Property in Administrative and Industrial facilities that is not free releasable based on process knowledge will be surveyed for

16.3.1 Overview (Continued)

release if it is determined to be cost effective. Any property that cannot be radiologically released will be disposed of as low-level waste.

Property Management will determine the disposition path for property that has been radiologically released.

16.3.2 Requirements/Responsibilities

End Users of Property SHALL:

- Report excess Property to the servicing Property Custodian. If applicable, identify any associated manuals, parts, components, subassemblies, calibration/servicing records, tooling, etc., which are integral to the property
- Provide process knowledge of property for High Risk concerns as detailed in Section 16.4, the condition of the property, and whether the property is free releasable based on process knowledge.
- Document accountable and non-accountable property items, regardless of value on Declaration of Excess document (DE), Form Number RFP F4420.02. with the exception of items designated as sanitary or low level waste. (See Appendix 5)

Property Management SHALL:

- Assist End Users with the preparation of the DE form, as appropriate.

16.4 HIGH-RISK PROPERTY IDENTIFICATION

16.4.1 Overview

In order to determine the appropriate disposition path for property it must first be determined if the property is defined as High Risk in accordance with DOE Property Management Regulations. A number of factors regarding the use of the equipment, it's capabilities or any known safety hazards, any known hazardous constituents, any known contamination, export control restrictions and security classification can result in a determination the item is a High Risk item and may require special disposal handling.

Except for routine operating supplies and furniture, the Site Classification Officer must review all excess property to determine if it is High Risk, if it is releasable, either with or

16.4.1 Overview (Continued)

without restrictions, or if it must be destroyed as scrap and under what conditions it can be destroyed.

Export Controlled Information, Unclassified Controlled Nuclear Information (UCNI), and Special Nuclear Materials (SNM) are dispositioned in accordance with applicable Site Security Procedures.

16.4.2 Requirements and Responsibilities**Project Managers/Property Custodians/End Users SHALL:**

- Ensure that all Property items with the following characteristics have been identified prior to documenting the items for disposal:
 - Special Nuclear Materials (SNM)
 - Hazardous Materials and Property that may contain hazardous constituents.
 - Radioactive or Radiological contaminated material
 - Computers and ADP equipment
 - Export Controlled or Proliferation Sensitive
 - Export Controlled Information (Manuals, Drawings, Software, etc.)
 - Unclassified Controlled Nuclear Information (UCNI)
 - Equipment items that are deemed unsafe or dangerous
- Identify all applicable items noting the known hazard or suspected category.
- Ensure classified personal property which is declared excess is stripped of all characteristics which caused it to be classified.

Property Management SHALL:

- Ensure all property reported for disposal has been reviewed for all High Risk requirements.

16.4.2 Requirements and Responsibilities (Continued)**Site Classification Officer SHALL:**

- Review all property reported for disposal for High Risk concerns and identify all restrictions or special conditions that apply to the release, sale or destruction of the property.
- Document all restrictions on the DE form.

16.5. PACKAGING EXCESS PROPERTY**16.5.1 Overview**

After Property Management receives the DE form and has determined the property disposition path, Property Management will arrange the pickup of the property from the Closure Project or the location reported by the end user or property custodian. This section does not apply to the packaging of property designated as low-level waste or scrap metal.

16.5.2 Requirements and Responsibilities**All End Users of Property SHALL:**

- Ensure excess property is marked to identify the applicable DE document number and line item number.
- Ensure original DE Forms accompany all property that is released and picked up by Property Management.

Property Management SHALL:

- Ensure property is boxed, packaged or palletized in a manner to allow safe handling of the items as well as easy access to the item for the purpose of verifying property control numbers and the marked DE document and line item number.
- Pick up excess property and transport to off site warehouse or specified storage location.

16.6 RECEIVING EXCESS PROPERTY

16.6.1 Overview

Process followed by Property Management to receive excess property at the offsite warehouse or specified storage location.

16.6.2 Requirements/Responsibilities

Property Management SHALL:

- Ensure all shipments are inspected for completeness of documentation.
- Ensure discrepancies are resolved prior to accepting the shipment.
- Reject non-compliant and unsafe shipments.
- Verify unique identifying numbers or assign numbers to individual items.
- Ensure items are staged and a unique storage location indicator is assigned.
- Ensure the original DE is updated to reflect the receiving and storage information.
- Ensure completed DE's are forwarded to property document control for processing.
- Ensure items found during the receiving process that require additional radiological surveys, destruction or mutilation, sanitization of information or waste determination are segregated and dispositioned accordingly.

16.7 PROPERTY REUTILIZATION SCREENING PROCESS

16.7.1 Overview

As a Closure Project the emphasis is on completing expedited closure of the Site. To expedite property disposal activities the Site has been authorized to use Atomic Energy Act authority to implement a streamlined disposal process. Accordingly, only high value, unique property or property known to be needed by other DOE facilities are screened through DOE on a limited basis. Similarly, the Site does not screen property through the General Services Administration's system for screening excess property with other Federal agencies or for donations. On an exception basis where known requirements

16.7.1 Overview (Continued)

exist for high value and/or unique property a determination may be made to perform a limited screening. K-H Property Management makes the final determination of when limited screening of DOE or other Federal agencies will be completed and the screening mechanism to be used.

16.7.2 Responsibilities and Requirements**K-H Property Management should:**

- Assist Projects and employees on an informal basis in identifying potential property for reuse.
- Assist in performing special screening of Site excess property to other DOE or Federal activities on an exception basis. Make the determination of what property is screened and the screening mechanism to be utilized.

16.8 TRANSFERS of PERSONAL PROPERTY to ELIGIBLE RECIPIENTS**16.8.1 Overview**

Eligible recipients will provide approved Transfer Documents, to authorize the transfer of personal property. Additionally, they are required to provide funding for transfers or direct payments for the reimbursement of packaging and shipping charges where applicable.

16.8.2 Requirements/Responsibilities**Property Management SHALL:**

- Review all documentation associated with the property transfer to ensure the following;
 - All property to be transferred is fully traceable to an original DE document.
 - The appropriate reviews for High-Risk property considerations have been completed and the signatures denoting such are verified on the DE document.

16.8.2 Requirements/Responsibilities (Continued)

- Any special instructions, notifications and warnings beyond the standard export control/nuclear non-proliferation disclaimer are provided to the recipient in writing, in accordance with Department of Energy and Federal Property Management Regulations.
- Obtain DOE approval of the Transfer Document when necessary.
- Prepare and ship items to the recipient.
- Ensure markings are removed before disposal outside of DOE to the extent practicable and economical.
- Assign a document number and ensure that the property record is closed and the document number is recorded in SCRAPS.

16.9 MATH and SCIENCE EDUCATION GIFT PROGRAM**16.9.1 Overview**

The Sharing Electronic Equipment District & Statewide (SEEDS) Program is used to redistribute eligible excess Automated Data Processing Equipment (ADPE) and other applicable equipment items in support of the Federal initiative to help improve math and science programs in K through 12 schools.

16.9.2 Requirements/ResponsibilitiesProperty Management SHALL:

- Identify equipment to be gifted to SEEDS under its agreement with the Site.
- Ensure equipment is free releasable and the computer drives have been sanitized.
- Prepare and arrange pickup or delivery of equipment.
- Assign a document number and ensure that the property record is closed and the document number is recorded in SCRAPS.

16.10 PROCESSING SCRAP METALS

16.10.1 Overview

Scrap Metals are ferrous and non-ferrous metals that have no value beyond their basic material content. This typically includes: pieces of structural metals; wire and cable ends; steel office furniture damaged beyond repair; and predominately metal electronic components damaged beyond repair.

Military, Weapons Program, Export Controlled or Proliferation Sensitive property will be scheduled for demilitarization or destruction as scrap only upon completion of approved plans and processes defined by the Site Classification Officer.

16.10.2 Requirements/Responsibilities

End Users SHALL:

- Ensure scrap metals are segregated wherever practical into the following categories:
 - Carbon Steel
 - Stainless Steel
 - Aluminum
 - Lead
 - Brass and Copper
 - Furniture
 - Mixed scrap only when impractical to segregate
- Prior to designating items as scrap metal, contact Property Management for assistance in planning the determination, segregation, packaging, and removal effort.

Property Management SHALL:

- Provide specific guidance for the processing of scrap and make provisions for the staging of load luggers, roll-off containers or the direct buyer removal of scrap metal.

10.2 Requirements/Responsibilities (Continued)

- Review all scrap metal activities for tagged property items including fixed property related to decommissioning activities.
- Ensure that High-Risk property reviews are conducted in accordance with Section 16.4 and that scrap metal requiring certified destruction, mutilation or demilitarization is segregated pending final disposition.
- Ensure High-Risk property designated for destruction, mutilation or demilitarization is only sold to approved buyers and that those activities are separately documented and witnessed per guidance from the Site Classification Officer.
- Disposition scrap in accordance with abandonment provisions in Section 16.12.

16.11 PUBLIC SALES of SURPLUS PROPERTY**16.11.1 Overview**

A variety of sales techniques **should** be used whenever possible to maximize the return on surplus Government property. Most property is sold at auction to minimize the time property is held and because most items do not have a high market value to justify the expense of a formal bid process.

16.11.2 Requirements/Responsibilities**Property Management SHALL:**

- Ensure all surplus property is sold via auctions, sealed or spot bids, negotiated /fixed price sales or term contracts.
- Ensure all sales to the general public are conducted in accordance with contract requirements.
- Ensure a variety of sales techniques are used to ensure fair and adequate competition and maximum return on the Government's investment.
- Ensure all sales documentation is reviewed to ensure the following:
 - All property to be sold is fully traceable to an original DE document.

16.11.2 Requirements/Responsibilities (Continued)

- The appropriate reviews for High-Risk property considerations have been completed and the signatures denoting such are verified on the DE document.
- Any special instructions, notifications and warnings beyond the standard export control/nuclear non-proliferation disclaimer are provided to the recipient in writing, in accordance with Department of Energy and Federal Property Management Regulations.
- To the extent practicable and economical, markings **SHALL** be removed before disposal outside of DOE.
- Assign a document number and ensure that the property record is closed and the document number is recorded in SCRAPs.

16.12 ABANDONMENT or DESTRUCTION

16.12.1 Overview

Generally abandonment or destruction of personal property is a disposal method of last resort. However at a Closure Project, abandonment or destruction of property may be the most economical means of achieving closure of a facility. Many property items will be treated as waste or scrap. As described in Section 16.2, the Closure Projects and Property Management will make these determinations. All requests to abandon or destroy controlled personal property must be reviewed and approved by K-H Property Management in the form of a Certificate of Abandonment or Destruction (See Appendix 6). If approved, property will be administratively retired from property records effective the date the certificate of abandonment or destruction is approved.

No abandonment or destruction will be made in a manner which is detrimental or dangerous to public health or safety, or which will cause infringement of the rights of other persons.

16.12.2 Requirements/Responsibilities

Project Managers SHALL:

- Ensure a Certificate of Abandonment or Destruction is prepared listing all Project property to be dispositioned as waste/scrap as determined during the walkdown with Property Management and/or by a review of contaminated property by Project staff.

16.12.2 Requirements/Responsibilities (Continued)

- Sign the Certificate of Abandonment or Destruction and forward to Property Management and provide a copy to applicable Contractor Technical Representative(s).

Contractor's Technical Representative SHALL:

- Sign the Certificate of Abandonment or Destruction for subcontractor requests other than those that are a result of Closure Project waste/scrap determination and forward to Property Management.
- Ensure the subcontractor has a certificate approved by K-H Property Management prior to the abandonment or destruction of property assigned to the subcontractor.
- Remove from the subcontractor's list of assigned property all items that have been approved on a Certificate of Abandonment or Destruction.
- Notify the Subcontract Administrator of any deletions of property assigned to subcontractors.

Property Custodians SHALL:

- Sign the Certificate of Abandonment or Destruction for requests other than Closure Project waste/scrap determinations or subcontractor requests and forward to Property Management.
- Receive a copy of the approved Certificates of Abandonment or Destruction from Property Management and **should** verify the property records have been retired from his/her account.

Property Management SHALL:

- Assist the Closure Project Managers in completing a Certificate of Abandonment for property determined to be waste/scrap in accordance with Section 16.2, Closure Project Disposals.
- Ensure the Closure Project Manager, Contractor's Technical Representative or Property Custodian, as applicable, signed the Certificate of Abandonment or Destruction and a complete list of property to be abandoned is attached.

16.12.2 Requirements/Responsibilities (Continued)

- Assign a document number to the Certificate and forward to K-H Property Management for approval.
- Provide a copy of Certificate of Abandonment or Destruction to the requestor and applicable Property Custodian(s) after approval by K-H Property Management.
- Ensure that the property records are closed and the document number is recorded in SCRAP effective the date the Certificate is approved.
- Property Management will maintain the certificate.

K-H Property Management SHALL:

- Review and approve/disapprove all Certificates of Abandonment or Destruction.

16.13 CANNIBALIZATION of PERSONAL PROPERTY**16.13.1 Overview**

A Certificate of Cannibalization (See Appendix 7) is used to dismantle inoperative equipment so its components can be used as spare parts to maintain other equipment that is still in service. All requests to cannibalize controlled personal property must be reviewed and approved by K-H Property Management.

16.13.2 Requirements/Responsibilities**Property Custodians or Contractor's Technical Representative SHALL:**

- Ensure a Certificate of Cannibalization is prepared including the reason this action is justified.
- Sign the Certificate of Cannibalization and forward to Property Management.

16.13.2 Requirements/Responsibilities (Continued)**Contractor's Technical Representative SHALL:**

- Ensure the subcontractor has a certificate approved by K-H Property Management prior to the cannibalization of property assigned to the subcontractor.
- Remove from the subcontractor's list of assigned property all items that have been approved on a Certificate.
- Notify the Subcontract Administrator of any deletions of property assigned to subcontractors.

Property Management SHALL:

- Review Certificate for completeness and forward to K-H Property Management for approval.
- Ensure that the property records are closed and the document number is recorded in SCRAP effective the date the Certificate is approved.
- Provide a copy of approved Certificates of Cannibalization to the CTR and to the Property Custodian.
- Property Management will maintain the certificate.

K-H Property Management SHALL:

- Review and approve/disapprove all Certificates of Cannibalization.

17. SELF-ASSESSMENTS

The mission of the Site is to expedite Site Closure. Efforts have been made to minimize non-essential administrative tasks that detract from the closure mission. Accordingly, there is not a formal comprehensive personal property self-assessment program in place. The Site's property program must be geared to disposing of personal property as quickly and cost effectively as possible to enable the decommissioning and dismantlement of facilities.

The DOE balanced scorecard performance measurements/metrics are designed for operational facilities not closure projects. K-H does maintain and monitor metrics related

17. SELF-ASSESSMENTS (CONTINUED)

to receiving and stores warehousing operations. Special self-evaluations efforts are undertaken as necessary to ensure that performance in key closure functions such as property disposal is effective and efficient. Recent examples include an assessment of property disposal performance of the property management subcontractor and an effort to update and streamline property procedures to align them to closure operations.

18. SUBCONTRACTOR HELD PROPERTY

18.1 OVERVIEW

This section establishes the minimum requirements for effective and efficient property administration of Site subcontractors and their employees (on-site or off-site) who are provided or acquire Government property in the performance of subcontract/task orders and/or purchase orders. The applicable property management requirements of the Federal Acquisition Regulations (FAR) and the DOE Acquisition Regulations (DEAR) are applied to subcontractors through their subcontract provisions.

Subcontractor utilization of Government property occurs in three forms:

- Contractor Furnished Property – K-H, the Contractor, provides Government-owned property to the Subcontractor via an attachment to the Subcontract. The subcontractor can elect to utilize the Site's property management system and this Manual or develop their own system for controlling Government property.
- Right to Use – the Contractor grants the Subcontractor the right to utilize Government-owned property by specifying in the subcontract which items and services are Contractor-provided. The property is controlled and managed under the Site's property system and this Manual. The vast majority of property held by subcontractors at RFETS is assigned on a Right to Use basis.
- Subcontractor Acquired Property – in the performance of the work the subcontractor acquires property that is paid in full by the Contractor. The Subcontractor is responsible for tracking and use of the property until the point at which the Contractor pays in full for the item. At that time it becomes Government-owned property and it is handled under the property terms and conditions of the subcontract.

18.2 REQUIREMENTS/RESPONSIBILITIES**Subcontractor SHALL:**

- Comply with the property requirements of the subcontract.
- Report all incidents of lost, suspected theft, damage, or destruction of government property immediately to the CTR in accordance with Section 15.
- Notify the CTR when Subcontractor Acquired Property is received and paid for by the Contractor.
- Notify the CTR when Government property is no longer needed under the subcontract.
- Complete an inventory in accordance with Section 14.3 upon termination or completion of the contract.
- Ensure employees only use Government property for work performed under subcontract requirements.
- Develop a system and procedure for control of property (subject to K-H approval) in cases where Contractor Furnished Property is provided and the subcontractor elects not to utilize the Site's property control system and this Manual.
- Ensure all terminating employees use the standard Site check out procedure and forms that include a signature by Property Management that indicates that all property has been reassigned and any approved Property Pass has been closed.
- Maintain documentation of abandoned property approved by K-H Property Management in accordance with Section 16.12.

Contractor's Technical Representative SHALL:

- Identify property that will be furnished by K-H in the Statement of Work.
- Serve as the Property Administrator (PA) for the subcontract.
- Review the subcontractor's property system in cases where Contractor Furnished Property is provided and the subcontractor elects not to utilize the Site's property control system and this Manual.

18.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Notify the Subcontract Administrator upon approval of the subcontractor's property system.
- Take action with the subcontractor to correct any deficiencies noted in the management of government property.
- Identify the types and quantities of Government personal property to be provided to or acquired by the subcontractor.
- Update the list of property assigned to the subcontract when additional property is provided to or acquired by the subcontractor and when property is declared excess, abandoned or transferred from the subcontractor.
- Ensure property that will be disposed of as waste/scrap is abandoned in accordance with Section 16.12.
- Process LDDs in accordance with Section 15.
- Ensure subcontractor terminating employees' use the standard Site check out procedure and forms that include a signature by Property Management.
- Provide disposition instructions to the subcontractor for property no longer needed under the subcontract.
- Ensure the subcontractor, upon termination/completion of the contract, turns in all Government property to Property Management, or accomplishes a joint inventory in accordance with Section 14.3.
- Ensure the subcontractor transfers property purchased under the Subcontract to K-H upon completion of the Subcontract.
- Complete Subcontract Close Out documentation and provide to SA after all property has been reconciled and accounted for.

Subcontract Administrator SHALL:

- Ensure the subcontract contains the appropriate Government Property clause and a list of property authorized to be provided to or acquired under the subcontract.
- Provide formal notification to the subcontractor when the CTR approves the subcontractor's property system.

18.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Ensure the subcontractor complies with the property terms of the subcontract.
- Review and approve LDDs in accordance with Section 15.

CHAPTER II, MOTOR VEHICLE MANAGEMENT

1. CHAPTER OVERVIEW

This Chapter provides direction for the control, administration, and management of Site Government vehicles as required by Federal and DOE Acquisition Regulations. Vehicles can be used for official purposes only.

Motor vehicle needs are the responsibility of Transportation and Fleet Operations Department.

The intent of the Motor Vehicle Management program is to maximize the effective use of General Services Administration (GSA) and DOE owned vehicles with a minimum number of vehicles. This Chapter identifies procurement, funding, and support requirements and applies to all Site contractors/subcontractors and their employees who use Government vehicles.

2. GSA MOTOR VEHICLES

2.1 OVERVIEW

The GSA operates the Interagency Fleet Management System (IFMS) that provides Government-leased vehicles for use at RFETS. The GSA provides vehicle and contract purchase and leasing agreements to benefit Government agencies. They coordinate services with the Site point of contact (POC) in Fleet Management.

DOE limits the number of motor vehicles assigned by GSA based on justified Site closure requirements.

2.2 REQUIREMENTS/RESPONSIBILITIES

End Users SHALL:

- Annually justify GSA vehicle usage based upon mission requirements and submit justification to Fleet Management.
- Be responsible for vehicle funding, ensure that vehicles are kept in a safe and serviceable condition and are used for official purposes only.

2.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Submit vehicles to Fleet Maintenance or other authorized vendor as directed by Fleet Maintenance for scheduled service and repair according to GSA requirements.
- Submit a written accident report to the Fleet Maintenance within three workdays of occurrence for any accident and/or damage to the vehicle.
- Use the issued vehicle specific credit card to obtain fuel or maintenance on or off Site and provide the current odometer reading at the time of servicing. Use of the vehicle credit card for other than the assigned vehicle is prohibited by the Federal Property Management Regulations.

Procurement SHALL:

- Forward requests for commercial motor vehicle leases to Fleet Management for a determination of availability within the existing fleet or the GSA IFMS.

Fleet Management SHALL:

- Review annual vehicle justifications and submit recommendations for retention or deletion of vehicles to K-H.
- Serve as the single POC between the Site and GSA for all actions involving GSA vehicles.
- Review purchase requests from Procurement for the lease of motor vehicles and make a determination of availability within the existing fleet or the GSA IFMS. If unavailable, authorize Procurement to proceed with a commercial lease.
- Submit fleet reports to GSA or DOE as required.

Fleet Maintenance SHALL:

- Perform/coordinate all required repair and maintenance, as specified by GSA.
- Receive accident reports from End Users and submit accident reports to GSA for disposition.
- Provide maintenance and fuel data to Fleet Management for completion of DOE reports.

2.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Submit monthly fuel usage report for each vehicle to GSA for reimbursement by GSA to K-H.
- Submit to GSA a monthly odometer reports for all GSA vehicles.
- Submit a monthly maintenance report to GSA listing parts and labor for vehicles that have been repaired for reimbursement by GSA to K-H.

3. DOE OWNED MOTOR VEHICLES

3.1 OVERVIEW

This section addresses the acquisition and use of DOE owned motor vehicles. The Site has a small fleet of owned vehicles. Owned vehicles consist primarily of special purpose vehicles such as ambulances and fire trucks. Owned vehicles are kept to a minimum and require special authorization and approval for acquisition. Some of these special purpose vehicles may be procured through the GSA Automotive Commodity Center.

3.2 REQUIREMENTS/RESPONSIBILITIES

Procurement SHALL:

- Review Purchase Requisitions (PR) for the purchase of motor vehicles.
- Coordinate with the Fleet Manager when placing orders for vehicles.
- Complete acquisition in accordance with the approved procurement system if vehicle requisition has the necessary approvals including the DOE Contracting Officer where necessary.

Fleet Management SHALL:

- Review PRs for all new vehicles, determine if vehicles can be reassigned to meet this new requirement or determine if GSA can provide the vehicle.
- Submit reports to DOE as required.

3.2 REQUIREMENTS/RESPONSIBILITIES (CONTINUED)**Fleet Maintenance SHALL:**

- Schedule required routine maintenance for DOE owned vehicles as specified by manufacturer's manuals.
- Coordinate all off-site repairs for vehicles and equipment, as requested by the vehicle end user.
- Process the accident report(s) in accordance with applicable requirements when submitted by an end user.
- Provide cost and fuel usage to Fleet Management for completion of DOE reports as required.

End Users SHALL:

- Be responsible for keeping the vehicles in a safe and serviceable condition and ensure they are used for official purposes only.
- Provide vehicle to Fleet Maintenance for routine maintenance and repairs.
- Report to the Fleet Maintenance all accidents and/or damage to the vehicle within three workdays of occurrence.

CHAPTER III, REAL PROPERTY MANAGEMENT

1. CHAPTER OVERVIEW

Rocky Flats is a closure facility and the primary real property role of Kaiser-Hill is to decommission, dismantle, demolish and dispose of the remaining facilities at the Site. There are no plans to acquire or build new permanent facilities or structures. This Chapter provides the minimum requirements to ensure the proper management, control and disposal of real property in accordance with contract requirements. Kaiser-Hill has agreed to use expired DOE Order 4300.IC, Real Property Management, as guidance in performing real property responsibilities.

2. ACQUISITION

No permanent real property will be acquired under the remainder of this contract. Temporary facilities such as office trailers and structures such as portable steam plants and a railroad spur to support waste shipments may be acquired through short-term lease, rental or terms of a subcontract to support closure requirements. The mechanism selected will be the most cost effective and will minimize property disposal requirements. These temporary facilities and structures will not be added to the real property records or recorded in the Facilities Information Management System (FIMS). The Contractor will not be entering into additional leases of off-site office or warehouse space.

3. REAL PROPERTY MANAGEMENT

3.1 OVERVIEW

The mission of the Site is to disposition facilities in accordance with the Site Closure Plan. Every method to reduce the number of facilities and consolidate and relocate staff to expedite the dismantlement of additional facilities ahead of schedule is the primary responsibility of the Contractor. Efforts have been made to minimize non-essential administrative tasks that detract from the closure mission. Accordingly, interim reporting and inventory requirements have been eliminated and all facilities and other structures that are to be demolished or removed have been archived in FIMS. In addition to leases, only land, easements and the facilities and structures to be transferred DOE Legacy Management and/or the Department of Interior's Fish and Wildlife Service have been kept open in FIMS. For these items, FIMS is only updated at the time the lease is terminated or the land, facility or other structure are transferred or otherwise dispositioned. All real property assets on the financial records have been reduced to zero

3.2 OVERVIEW (CONTINUED)

book value and DOE has authorized the writeoff of all Plant and Capital Equipment balances as of October 2004.

3.3 PROGRAMMATIC OVERSIGHT

3.3.1 Overview

K-H manages the land, improvements to the land, facilities, structures and fixtures on the land in addition to real property interest (e.g. easements, leases and mineral rights). This applies to all real property owned by DOE at Rocky Flats or leased by K-H.

3.2.2 Requirements/Responsibilities

Real Property Administrator SHALL:

- Oversee and manage all real property transactions on behalf of the K-H and subcontractors including rights such as well permits or mineral rights.
- Act as the programmatic lead for real property management and is the point of contact for all real property transactions.
- Maintain real property records for all real property holdings including land, rights, easements, leases, buildings and other structures.

3.3. REAL PROPERTY INVENTORY

The Site completed a real property inventory in 1997 and is not required to complete another inventory. As a Closure Site all real property will be removed or transferred before closure is completed.

3.4 FACILITY INFORMATION MANAGEMENT SYSTEM (FIMS) UPDATE

3.4.1 Overview

The only real property that is still carried on FIMS are leases and those items to be transferred to DOE's Legacy Management and/or the Department of Interior's Fish and Wildlife Service. For these items, the FIMS records will be archived after:

3.4.1 Overview (Continued)

- The property is demolished or disposed.
- The property is sold (PU&D or direct sale).
- The lease is terminated or assigned to another party.
- The title is conveyed to another party or accountability is transferred to another government agency or Legacy Management.
- The Easement Fee is sold or transferred to another government agency or party, or when the instrument expires or is terminated.

3.4.2 Requirements/Responsibilities

FIMS Administrator SHALL:

- Update and archive the remaining real property records in FIMS, as disposition information is available.

4. REAL PROPERTY DISPOSAL

4.1 OVERVIEW

The Atomic Energy Act governs the disposition process of all real property no longer needed to support the Site Mission. With the exception of two small buildings, land, easements and possibly some air monitoring stations, all real property facilities and structures at Rocky Flats have been considered excess to the needs of the Government and will be demolished or removed as part of Site Closure. The land, easements and some monitoring stations will be transferred to Legacy Management and two buildings will be transferred to the Fish and Wildlife Service. A few underground structures such as tunnels and building basements may be filled in and left in place when agreed to by the regulators.

All requirements have been met to properly document facilities that were included on the list of National Register of Historic Places. Rocky Flats has also completed and submitted to the Housing & Urban Development the Title V Checklist for all facilities and has cleared all requirements of the McKinney Act. All facilities have been determined to be unsuitable to house the homeless.

In conjunction with the regulators, the Decommissioning Program Plan (DPP) and the Decommissioning Operations Plans (DOP) have been developed and updated as necessary. These documents establish the agreement on how facilities are to be decontaminated, decommissioned, and demolished. When projects are completed, a

4.1 OVERVIEW (CONTINUED)

Project Closure Report is prepared for the Site's Administrative Record and is provided to the regulators to document completion.

All trailer units, modular buildings, or portable sheds regardless of size or configuration will be disposed of as personal property.

4.2 REQUIREMENTS/RESPONSIBILITIES**Real Property Administrator SHALL:**

- Ensure any real property not demolished or otherwise dispositioned is transferred to DOE Legacy Management or the Fish and Wildlife Service as applicable.
- Ensure all real property interests such as easements and permits are terminated, sold or transferred.
- Conduct a final reconciliation to ensure all real property and interest have been retired or transferred and the records have been updated.
- Ensure all real property records are transferred to DOE and/or the gaining activity.

Appendix 1

Records Processing

The following documents and records are initiated, processed, or maintained as a result of this manual:

| Records Identification | Record Type Determination | Protection/Storage Methods | Processing Instructions |
|---|---------------------------|---|---|
| Chapter I Section 10.2 Rocky Flats Property Tag with Bar Code Property Control Number Section 10.3 Site Closure Reduced Assets Property System (SCRAPS), the Property Database and standard or special reports generated by the system. Section 10.4 Designation of Property Custodian Section 11 Form DOE F-4420.2, DOE Personal Property Loan Agreement or equivalent Section 13 Property Removal Permit Request Form, RF-47745 Property Removal Permit, RF-47422 | QA Record | The completed record is maintained and protected using standard office filing equipment and methods when not in use in accordance with procedures outlined in 1-V41-RM-001. | When the record is ready for final disposition, the record is transferred to Site Records Management in accordance with 1-V41-RM-001. |

| Records Identification | Record Type Determination | Protection/Storage Methods | Processing Instructions |
|---|----------------------------------|---|---|
| <p>Section 14.2 Documentation of Physical Inventory Results</p> <p>Section 14.2 Inventory Adjustment Form (Appendix 3)</p> <p>Section 14.3 Documentation of Physical Inventory Results</p> <p>Section 15 Report of Loss, Damage or Destruction of Government Property (Appendix 4)</p> <p>Section 16 Declaration of Excess, Form RFP F4420.02 (Appendix 5)</p> <p>Certificate of Abandonment or Destruction (Appendix 6)</p> <p>Transfer Documentation Including SF-122, SF-123, Grant/Gift, Donation Requests, Shipping Documentation</p> <p>Sales Documentation Including Auction List, Bid Documentation, Bill of Sale and Proof of Payment</p> <p>Certificate of Cannibalization (Appendix 7)</p> | QA Record | The completed record is maintained and protected using standard office filing equipment and methods when not in use in accordance with procedures outlined in 1-V41-RM-001. | When the record is ready for final disposition, the record is transferred to Site Records Management in accordance with 1-V41-RM-001. |

| Records Identification | Record Type Determination | Protection/Storage Methods | Processing Instructions |
|---|----------------------------------|---|---|
| <p>Section 18 Documentation of Assessments of Personal Property functions</p> <p>Chapter II</p> <p>Section 2 Annual Justification of Vehicle Usage</p> <p>Accident Reports</p> <p>GSA and DOE Fleet Reports</p> <p>Maintenance and Fuel Reports to GSA</p> <p>Chapter III</p> <p>Section 3.2 Records of real property holdings</p> <p>Section 3.4 Facility Information Management System Reports and Support Documentation</p> <p>Section 4 Documentation Transferring/Terminating Real Property Holdings & Interests, and Final Reconciliation Report.</p> | QA Record | The completed record is maintained and protected using standard office filing equipment and methods when not in use in accordance with procedures outlined in 1-V41-RM-001. | When the record is ready for final disposition, the record is transferred to Site Records Management in accordance with 1-V41-RM-001. |

Appendix 2

Definitions

The following definitions apply to terms as used throughout the Property Control Manual.

Abandonment of Property - The act of abandoning property in place as a method of disposal. (Example – property may be abandoned in place at a Closure Facility to be dispositioned as low-level waste, sanitary waste or demolished with the building(s) and processed as scrap.) (See “Scrap”)

Accountable Property - Government-owned property controlled for financial, security, or regulatory purposes, including Capital Equipment, Equipment, and Sensitive Property.

Administrative Property - All property that is not under formal financial or property management control and accountability.

Ancillary Items - An auxiliary item (such as motors for pumps and machine tools) that cannot operate without the basic unit of plant equipment.

Cannibalize - To take apart or dismantle a property item with the intent of using its components to repair or maintain another item.

Capital Equipment - Personal property items having a unit acquisition cost of \$25,000 or more and an anticipated service life in excess of two years, regardless of the type of funding, and having potential for maintaining their integrity as capital items; i.e., not expendable due to use and categorized as Capital Equipment.

Contaminated Property - Property that has been exposed to chemicals, radioactivity or other hazardous constituents and, as a result, has retained properties of the hazardous material(s). Contaminated property shall be dispositioned as High-Risk property. (See “High-Risk Property”)

Controlled Property/Equipment – see Accountable Property definition.

Equipment - All items with a unit acquisition cost from \$5,000 to \$24,999.99 and an anticipated service life of two years or more.

Facilities – Land, buildings and other structures, their functional systems and equipment, and other fixed systems and equipment installed therein, including site development features outside the plant, such as landscaping, roads, walks, and parking areas; outside lighting and communications systems; central utility plants; utility supply and distribution systems; and other physical plant features.

Appendix 2 Definitions (Continued)

High Risk Property - Property, materials and related information that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.

Precious Metals - Uncommon and highly valuable metals, characterized by superior resistance to corrosion and oxidation, including gold, silver, platinum, iridium, rhodium, gallium, palladium, osmium, ruthenium and rhenium. Precious Metals possess a relatively high monetary value to volume and/or weight ratio.

Personal Property - Equipment, machinery, tools, devices, materials of any nature and furnishings of any type or composition that does not meet the criteria of Real Property or Related Personal Property. (See “Real Property” and “Related Personal Property”)

Property Control Number (PCN) - A unique, 10-digit number that identifies the individual property item in the property accountability system. Property Control Numbers are assigned to all accountable property at RFETS.

Real Property – Land, improvements on the land, or both, including interests therein and all equipment or fixtures (plumbing, electrical, heating, built-in cabinets, elevators, etc.) that are installed in a building in a semi-permanent/permanent manner or that are essential to the building or its primary purpose.

Related Personal Property - Personal property that is an integral part of real property or is related to, designed for or specially adapted to the functional or productive capacity of the real property and whose removal would significantly diminish the economic value of the real property.

Scrap - Material with no value beyond basic material content. (Example – rubble resulting from demolition of buildings.) Scrap may be dispositioned as low-level waste, sanitary waste or, when feasible, may be segregated for recycle. (See “Scrap Metal”)

Scrap Metal - Ferrous and non-ferrous metals with no value beyond basic material content. When feasible, scrap metal is segregated by material content or type and dispositioned through RFETS scrap metal contractor.

Appendix 2 Definitions (Continued)

Sensitive Property - Property item, regardless of unit acquisition cost, which is susceptible to being appropriated for personal use or readily converted to cash.

Subcontractor Acquired Property – Property acquired by a Subcontractor in the performance of work, which is then paid for by the Contractor (K-H) at a later date. The property becomes government-owned property once paid for by Contractor and is handled under the property terms and conditions of the subcontract.

Appendix 3
RFETS Inventory Adjustment Form
(Please Fax to 303-673-9944 for processing)

Property Custodian Reporting (Name):

Account Number:

An inventory of my account was completed:

Date:

Participants:

Reason Inventory Conducted:

I completed a thorough review of all records in an attempt to reconcile the unlocated property listed below (Attach list containing the following information for additional unlocated items if applicable):

Property Control Number:

Item Description:

Serial Number:

(For system verification only, if known)

Acquisition Value (If Known):

Requester's Signature: _____ Date: _____

Phone Extension: _____ Fax: _____ Cell Phone _____

Property Management Approval

Document Number _____

Name (Property Management)

Signature

Date

Upon approval an Inventory Adjustment will be entered into SCRAPS:

Appendix 4
Report of Lost, Damage or Destruction of Government Property

Document Number (To be assigned by Property Management) _____

Name: _____ Date: _____

Department: _____

Extension/Pager/Cell Phone: _____

Immediate Supervisor's Name: _____

Extension/Pager/Cell Phone: _____

Subcontractor's Name (if applicable): _____

Subcontract Number (if applicable): _____

Incident:

(Describe what happened, the cause, location, names, date, etc.)

Security should be notified in cases of suspected theft, or malicious damage or destruction of property. Attach a copy of the Security Case Report, if available.

Was Security notified (circle one) Yes No If so, Date: _____

Property Information:

(Attach Listing if more than one item is involved)

Property Control Number: _____ Serial Number: _____

Description: _____

Manufacturer _____ Model Number: _____

Acquisition Value: _____ SCRAPs or Estimated Value (circle one)

Report of Lost, Damage or Destruction of Government Property (Continued)

Action Taken to Prevent Recurrence:

Approvals

Subcontractor Held Property (Only)

Contractor's Technical Representative: _____

Extension/Pager/Cell Phone: _____ Date: _____

Recommendation of Liability or Relief of Responsibility:

Subcontract Administrator's Decision (Liability or Relief of Responsibility):

Subcontract Administrator (Name): _____

Extension/Pager/Cell Phone: _____

Subcontract Administrator's Signature: _____

K-H Property Management

Name: _____

Extension/Pager/Cell Phone: _____

Signature: _____ Date: _____

12/23/04

Appendix 5 **Declaration of Excess Form**

RF 48130 (2/03)

Declaration of Excess

31332

| Line # | Property Control Number | Serial Number | Description/Manufacturer/Model Number | QTY | Unit of Issue | Good Code | QTY Rec'd | Storage Location | Date Rec'd | Rec'd By | PSC | Final Disposition |
|--------|-------------------------|---------------|---------------------------------------|-----|---------------|-----------|-----------|------------------|------------|----------|-----|-------------------|
| 01 | | | Computer System | | | | | | | | | |
| 02 | | | Computer System | | | | | | | | | |
| 03 | | | Computer System | | | | | | | | | |
| 04 | | | Computer System | | | | | | | | | |
| 05 | | | Computer System | | | | | | | | | |
| 06 | | | Computer System | | | | | | | | | |
| 07 | | | Computer System | | | | | | | | | |
| 08 | | | Computer System | | | | | | | | | |
| 09 | | | Computer System | | | | | | | | | |
| 10 | | | Computer System | | | | | | | | | |

| | | | | |
|--|--|---|--|--|
| Unrestricted Property Release Approval The above described item(s) has been evaluated and/or Redesignated in accordance with ASP 9.01 and is approved for Unrestricted Release. Property Release Log No.: _____ PWRE No.: _____ Employee No.: _____ Rec. Oper/Red Eng Signature: _____ Date: _____ | Export Controlled Property Review ECP <input type="checkbox"/> Yes <input type="checkbox"/> No Notice _____ Export Control Officer _____ Date: _____ | ADP Applicable Only These computer systems have met all security requirements as outlined in the appropriate ACSO- and "Computer User Handbook" (Classified and Unclassified) CSO Print Name _____ Employee No _____ CSO Signature _____ Date _____ | Environmental Review Hazardous Material <input type="checkbox"/> YES <input type="checkbox"/> NO Notice _____ Signature _____ Date _____ | Final Disposition 1 - Transfer 2 - Gift 3 - Grant 4 - Sell 5 - Low Level Waste 6 - Donation 7 - Scrap 8 - Recycle 9 - Destroyed 10 - Landfill |
|--|--|---|--|--|

ORIGINAL

Appendix 6
Certificate of Abandonment or Destruction

The property identified in the attached Itemized Property List is recommended for Abandonment or Destruction without public notice.

(Name of Closure Project, Subcontractor or Property Custodian)

Location of property

I certify that:

The property identified on the attached list is of little value or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical and/or abandonment or destruction is required because of health, safety or security reasons.

Requested by

Name/Title (Closure Project Manager, Contractor's Technical Representative or Property Custodian)

Signature

Date _____

K-H Property Management Determination

APPROVED/DISAPPROVED

Name (K-H Property Management)

Signature

Date _____

Attachment: Itemized Property List (Include Property Control Number, Description, Location and Value) or attach SCRAPS List identifying applicable items

Document Number (To be assigned by Property Management) _____

Appendix 7
Certificate of Cannibalization

This is to certify that the property identified below is recommended for Cannibalization.

Property Identification Number (if applicable):

Property Description:

Manufacture:

Model Number:

Value of Property (use SCRAPS value if controlled property):

Location of Property:

Cannibalization is required because of the following reason:

Requested by _____
Name/Title (Contractor's Technical Representative or Property Custodian)

Signature Date _____

K-H Property Management Determination

APPROVED/DISAPPROVED

Name (K-H Property Management)

Signature Date _____

Document Number (To be assigned by Property Management) _____